

American Embassy Pretoria

January 30, 2007

An Equal Opportunity Employer

VACANCY ANNOUNCEMENT

POSITION:	Procurement Agent
LOCATION:	U.S. Consulate General, Johannesburg
OPENING DATE:	January 30, 2007
CLOSING DATE:	February 13, 2007
WORK HOURS:	Full-Time; 40 hours/week
SALARY:	<p>*Not-Ordinarily Resident: \$31,526 per annum (Starting Salary) (Position Grade: FP-7 to be confirmed by Washington)</p> <p>*Ordinarily Resident: R 123,989 per annum, plus benefits (Position Grade: FSN-7)</p>

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Consulate General in Johannesburg is seeking an individual for the position of Procurement Agent.

BASIC FUNCTION OF POSITION

Under the direction of the General Services Officer, the Procurement Agent procures goods and services for ICASS serviced agencies at post in accordance with Federal Law, agency regulations (FAR, FAM, FAH, etc.) bureau directives and post policies.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office of the U.S. Consulate General in Johannesburg. Contact Mr. Laurence Mosia at (011) 644-8175.

QUALIFICATIONS REQUIRED

1. Completion of Grade 12 (Matric) required.
2. Two years of purchasing/procurement experience with demonstrated ability to handle cash transactions required.
3. English Level IV and Afrikaans Level III (reading, writing and speaking) required.
4. Good working knowledge of Dept. of State or other government agency procurement procedures and regulations for goods and services required. Good knowledge of the local market suppliers, vendors and practices, and of the local area for conducting market surveys, acquiring quotations, making purchases and doing deliveries to various agencies and office buildings required.
5. Must have standard computer processing skills and experience working with Microsoft XP Professional Word/Excel/Office software and the Internet with typing at level 1 (30/40 wpm).
6. Must have a valid SA driver's license for a light duty passenger vehicle (Code 08, also known as EB license) with a safe and clean driving record. (Attach a copy of your driver's license)

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Employees currently on probationary status are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM status must include in the cover letter accompanying their application that they are claiming EFM status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment (OF-612); or
3. A current resume or curriculum vitae that provides the same information as an OF-612; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT CV, WITH COVER LETTER, VIA E-MAIL ONLY TO HROJohannesburg@state.gov, and in the Subject Line include: Application for Procurement Agent position.

POINT OF CONTACT

Mr. Laurence Mosia

Telephone: (011) 644-8175

DEFINITIONS

1. *Appointment Eligible Family Member (AEFM): U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe-haven abroad, or alternate safe-haven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. *Member of Household (MOH): 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) will reside at post with the employee.
3. *Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.
4. *Not-Ordinarily Resident (NOR): A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law.

CLOSING DATE FOR THE POSITION: February 13, 2007

The US Mission in South Africa provides opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.